



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 8800.1
EFFECTIVE DATE: August 22, 2005
EXPIRATION DATE: August 22, 2010

APPROVED BY Signature: Original Signed by
NAME: Edward J. Weiler
TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: Code 220/Facilities Management Division

Title: Facilities Utilization Program

PREFACE

P.1 PURPOSE:

This directive establishes general policy and procedures for a Facilities Utilization Program. Its purpose is to ensure that Goddard Space Flight Center (GSFC) real property is managed in an efficient and economical manner and is available to meet the requirements of ongoing and future missions. This program provides a process for meeting GSFC's strategic real property needs and ensures that real property is managed as a Center resource, delegated to Directors of who shall be responsible for managing facilities utilization.

P.2 APPLICABILITY:

The Facilities Utilization Program is applicable to all facilities that are owned, leased, or otherwise managed by NASA GSFC. This directive is applicable to all GSFC employees, contractors, other Government agency employees, and any other personnel who occupy or utilize facilities managed by NASA GSFC, including those personnel at remote sites and operations. This directive applies to real property that is leased or made available to others on a reimbursable basis for statistical reporting purposes only. This directive is not applicable to temporary construction trailers.

P.3 AUTHORITY:

- a. 42 U.S.C. 2473 (c) (1), section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.
- b. [NPD 8800.14](#), Policy for Real Property Management.
- c. [NPR 8800.15](#), Real Estate Program Implementation Manual.

P.4 REFERENCES:

- a. Executive Order 13327, Federal Real Property Asset Management.
- b. CFR Title 41, Chapter 102-79, Assignment and Utilization of Space.
- c. GPR 8812.1, Facilities Utilization Review Board
- d. GSA Form 1166, Report of Real Property Owned by or Leased to the United States
- e. NASA Form 1400, Building Space Utilization Report.

P.5 CANCELLATION:

GMI 7234.1B dated June 15, 1991, same title.

P.6 SAFETY:

No requirements identified.

P.7 TRAINING:

No requirements identified.

P.8 RECORDS:

Utilization surveys and reviews of all real property under GSFC's management and control shall be conducted annually to ensure that all facilities are put to their highest and best use, consistent with programmatic and institutional priorities. These records will provide a timely reference point from which actions may be taken such as assignments of space, utilization and management improvement, long-range competency planning, consolidation, elimination of duplication, or disposal.

Record Title	Record Custodian	Retention
Agency Space Files	Facilities Resource Manager	*NRRS 8/Item 47B – Destroy 2 years after date of submission to Headquarters.

* NRRS - NASA Records Retention Schedule ([NPR 1441.1](#))

P.9 METRICS:

The overall success of the Facilities Utilization Program shall be determined through assessment of the degree of compliance with this policy and performance in the following areas:

- Review of Center performance using data prepared for the General Services Administration Form 1166, Report of Real Property Owned by or Leased to the United States, and NASA Form 1400, Building Space Utilization Report.
- Review of Center performance using data prepared for NASA Headquarters in response to the Federal Real Property Management Program Initiative requirements of the President's Management Agenda.
- Self-evaluation surveys and reviews to ensure that facilities utilization is at an appropriate level.

P.10 DEFINITIONS

- Administrative Level – A designation assigned to an employee, contractor, or other space occupant's job and/or position, which indicate the appropriate standard space allowance for that individual.

b. Conference Space – Rooms in which periodic or temporary seating or assembly of people is scheduled; includes class, lecture or training rooms, auditoriums, or similar activities. Conference space is characterized by the basic ability to seat personnel, coupled with the required training aids, media, or devices. Conferencing and/or meeting space integral with supervisory offices will be reported as office space.

c. Directors of and Staff Office Chiefs – This designation applies to the peer group of senior executive Center leaders who serve as the Directors of each major Center Directorate, and those leaders that serve as either Chief or Director of the various staff offices to the Center Director. These staff offices include, at a minimum, the Equal Opportunity Program, Public Affairs, Chief Counsel, Inspector General, Human Resources, Chief Financial Officer, and Chief Information Officer.

d. Facilities – Buildings and other structures permanently affixed to land.

e. Miscellaneous Space - Areas in which activities, other than those previously classified, are conducted; includes visitor information, reception, libraries, banks, cafeterias, concessions, credit union, health unit, security, fire protection, post office, and similar activities.

f. Office Space – Rooms in which desk-type science, management, engineering, administration, design, or business activities are conducted; generally, single-story rooms characterized by desks, tables, chairs, files, bookcases, and small, generally portable office, scientific, or test equipment. This includes circulation space integral with offices.

g. Storage Space - Rooms in which files, film, tapes, supplies, or equipment not in active use are stored; includes stock, warehousing, shipping, and receiving activities.

h. Technical Facilities – Rooms in which the majority of its function is associated with laboratory or bench-type science, engineering, research and development, integration, testing and evaluation, instrument repair and calibration, photographic processing, computer operations and support, mission operations, and mission control activities. This includes spaces with highly specialized capabilities such as clean rooms, antenna and magnetic test facilities, and high bays. Support space such as teaming and storage space vital to the operations of these technical facilities shall also be surveyed and reviewed when evaluating technical space utilization to ensure an understanding of how these space types interrelate with each other.

P.11 ACRONYMS:

CFO – Chief Financial Officer
CFR – Code of Federal Regulations
CFUO – Center Facilities Utilization Officer
CIO – Chief Information Officer
EEO – Equal Opportunity Program Office
FMD – Facilities Management Division
FPPD – Flight Program and Projects Directorate
FURB – Facilities Utilization Review Board

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GM – General Merit (an Office of Personnel Management federal pay category)
 GMI – Goddard Management Instruction
 GPR – Goddard Procedural Requirements
 GS – General Schedule (an Office of Personnel Management federal pay category)
 GSFC – Goddard Space Flight Center
 NASA – National Aeronautics and Space Administration
 NPD – NASA Policy Directive
 NPR – NASA Procedural Requirements
 NRRS – NASA Records Retention Schedule
 PAO – Public Affairs Office
 RPAO – Real Property Accountable Officer
 USC – United States Code
 WFURB – Wallops Facilities Utilization Review Board

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1.0 ROLES AND RESPONSIBILITIES

1.1 Center Director

The GSFC Center Director is responsible managing NASA real property in accordance with NPR 8800.15, Real Property Program Implementation Manual and the NASA Real Property Management Plan. The Center Director is also responsible for designating the a Center Facilities Utilization Officer, a Chair for the Facilities Utilization Review Board, and a Real Property Accountable Officer.

1.2 Center Facilities Utilization Officer (CFUO)

The CFUO is responsible for executive level oversight of the Facilities Utilization Program. The CFUO shall ensure that real property capital planning is integrated into the strategic and business planning decision-making processes for the Center. The CFUO shall oversee the activities of the Facilities Resource Manager, the Facilities Utilization Review Board and its support committees and boards, and the Center’s Directors of whom all serve vital roles in the effective utilization of the Center’s facilities resources. The CFUO shall establish strategic priorities for the management and utilization of facilities resources and serve as the final arbiter when ideal solutions to space management issues are unclear.

1.3 Facility Resource Manager

The Facilities Resource Manager shall continually assess Center real property needs against current infrastructure, seek ways to increase the utilization of GSFC’s facilities, and seek alternatives to new capability construction wherever possible. The Facilities Resource Manager reports directly to the CFUO and shall be responsible for implementation of utilization reviews and surveys, assisting the

Facilities Utilization Review Board in the assignment of facilities space, and assisting Directors of in utilization management, and possessing a highly detailed understanding of all Center spaces. The Facilities Resource Manager shall assure the periodic reporting of facilities data as defined in the NPD 8800.14. The Facilities Resource Manager shall serve as a non-voting member on the Facilities Utilization Review Board, Wallops Facilities Utilization Review Board, and the Technical Facilities Steering Committee and provide Center-level insight and management support in association with the development of solutions to complex space management and allocation issues.

1.4 Facilities Utilization Review Board (FURB)

The FURB is a Center-level management board that is responsible for making recommendations to Center management on the acquisition, utilization, full-cost management, maintenance, renewal, and phase-out of Center facilities for all locations that are owned, leased, or otherwise managed by Goddard. The FURB is responsible for integrating real property capital planning into the strategic and business-planning decision-making processes for the Center. The FURB shall also identify, plan, and implement options to eliminate unnecessary real property through divestment, demolition, or other innovative programs. The FURB shall be responsible for the development of solutions to complex space management and allocation issues as they arise. The function of the Facilities Utilization Review Board as defined in the NPD 8800.14 will be fulfilled by the FURB as designated in GPR 8812.1. The membership, roles and responsibilities, and operating procedures for the FURB are more fully defined in GPR 8812.1.

1.5 Wallops Facilities Utilization Review Board (WFURB)

The WFURB is a local Wallops management board that shall oversee and make recommendations on the acquisition, utilization, full-cost management, maintenance, renewal, and phase-out of facilities on-site and within the local area of the Wallops Flight Facility. The WFURB shall report to, and coordinate status of major real property actions with the Center FURB and CFUO. The WFURB shall ensure that local real property capital planning is integrated into the strategic and business-planning decision-making processes for the Center and identify, plan, and implement options to eliminate unnecessary real property through divestment, demolition, or other innovative programs. The WFURB shall be responsible for the development of solutions to complex local space management and allocation issues as they arise. The Facilities Resource Manager shall be a standing, non-voting member on this Board.

1.6 Technical Facilities Steering Committee

The Technical Facilities Steering Committee shall oversee and make recommendations to the FURB and CFUO on the management, utilization, renewal, and phase-out of technical facilities and ancillary support spaces managed by the Center. The Technical Facilities Steering Committee shall be responsible for planning for our technical capability needs in an integrated fashion with the strategic and business planning decision-making processes for the Center. The committee shall also identify, plan, and implement options to reduce the cost burden of technical facilities through flexible use, divestment, or other innovative programs. The Steering Committee shall be responsible for the development of solutions to complex technical facilities space management and allocation issues as they arise. The membership of the committee is as follows:

- a. A voting FURB member from one of the programmatic Directorates will chair the committee. The FURB shall designate the Chair.
- b. The committee will be made up of representatives from the Science, Engineering, and Flight Program and Projects Directorates, and Center technology and new business strategists. The Facilities Resource Manager shall be a standing, non-voting member on this committee.
- c. The committee will be able to create a sub-team structure and processes as needed to best manage and review the Center's technical facilities. This structure will be reviewed and approved by the FURB and CFUO on a routine basis. Independent broad technical and programmatic experts may be added as needed to support inventory reviews and surveys.

1.7 Directors of and Staff Office Chiefs

Real property is a Center resource and shall be managed in a comprehensive fashion by the CFUO, FURB, and the Directors of and their equivalent (simply referred to as "Directors of" from this point forward). Once the use of facilities space is assigned to a Director of, the responsibility to manage that space to the same standards as the Center as a whole is delegated to the Director of. The Directors of shall report to the CFUO through routine reporting and utilization reviews for all spaces assigned to their organization: office, conference, technical facilities, storage, and miscellaneous spaces. Directors of shall have flexibility in reutilizing and moving personnel in their assigned space if current utilization is at an appropriate level.

Directors of shall ensure that they have personnel and procedures in place to keep all necessary real property occupancy and utilization data current and useful for management use. Directors of or their FURB representative shall report to the FURB any under-utilized facilities space for reassignment or divestment. Directors of shall gather, prioritize, and justify new facilities space requirements and advocate them to the FURB in the context of overall Center needs, objectives, and goals.

1.8 The Facilities Management Division (FMD)

FMD is responsible for supporting the development and maintenance of databases and systems necessary to manage real property occupancy and utilization data for management use. FMD shall provide staff support for the Center's Facilities Utilization Program, including:

- a. Establishing and maintaining Center-wide space management and space utilization data, including inventories of space assignment, auditing and utilization review data, reports, and analyses.
- b. Providing relevant data, graphic floor plans, and reports to the CFUO, FURB, and Directors of to assist them with the execution of their facilities utilization and management responsibilities.
- c. Manage and support the Facilities Master Planning processes and documentation for the Center.
- d. Provide adequate staff to manage program and meet functional requirements, to include but not limited to, development of housing assessments, auditing leased space, and reviewing and validating customer housing requirements.
- e. Develop plans for leased space, phasing-out of temporary space, and acquisition/disposal of facilities, including land.

- f. Designate a staff member to carry out the function of Real Property Accountable Officer responsible for recording and reporting of the Center's real property inventory.

1.9 Real Property Accountable Officer (RPAO)

The RPAO shall maintain detailed inventory records for all Real Property under the management control of GSFC. This includes establishing controls necessary to ensure that Real Property inventory records are kept current, advising and assisting staff regarding Real Property accountability matters, and directing periodic physical inventory and reconciling property records with applicable fixed asset subsidiary ledger accounts. The RPAO prepares inventory management reports required by local management and NASA policy, develops Center procedures, and maintains contact and coordination with NASA Headquarters, other NASA Centers, Army Corps of Engineers, and other Government agency representatives relative to real property accountability transactions and supporting documents as required.

2.0 REQUIREMENTS FOR OFFICE SPACE MANAGEMENT

For office space utilization evaluation and review purposes, a Center-wide grade and position-based weighted average office density of 125 net square feet per person (nsf/person) is considered to be the optimum office density. This average assumes the midpoint between an austere density limit of 110 nsf/person and a satisfactory liberal limit of 140 nsf/person. This includes 10 percent collateral space for internal circulation, file storage, special equipment, reception, secretarial, etc.

To achieve this Center-wide average office density, Directorates are responsible for managing their office space utilization at a Directorate-wide level to this same grade-and-position-based weighted average office density. Appendix A provides recommended office space allowances (nsf/person) based on the administrative level designation assigned to an employee, contractor, or other space occupant's job, organizational position, or grade. The office space allowances in this Appendix shall not be considered as an entitlement or a guarantee by any single individual or organizational element as space is a Center resource and will be managed in that fashion. In addition, the Center recognizes the need to establish some flexibly-managed office space in order to effectively meet emerging needs in a timely fashion and this will be a key feature in the Facilities Utilization Program.

3.0 REQUIREMENTS FOR TECHNICAL SPACE MANAGEMENT

Since no comparable technical facility utilization standards exist for the unique type of work performed in these spaces, a routine independent review process will be used to create and maintain an understanding of utilization. The Technical Facilities Steering Committee and its sub-team structure and support personnel will routinely conduct this review and recommend the standards for management and utilization of technical space and its ancillary support space. The FURB and CFUO will review and approve these recommendations. Once approved, Directorates are responsible for managing their assigned technical and support space utilization at a Directorate-wide level to these routinely established standards. Technical space assigned to Directorates for management and/or use shall not be considered as an entitlement or a guarantee by any single individual or organizational element as space is a Center resource and will be managed in that fashion. In addition, the Center recognizes the need to establish

some flexibly managed technical facility space in order to effectively meet emerging needs in a timely fashion and this will be a key feature in the Facilities Utilization Program.

4.0 REQUIREMENTS FOR NON-OFFICE, NON-TECHNICAL SPACE MANAGEMENT

These remaining space types represent the support spaces needed to ensure an operational campus environment – utility plants, warehouses, cafeterias, libraries, auditoriums, large-scale conferencing space, and employee welfare facilities such as day care, health center, and club areas. No standards exist to guide the quantity and utilization of these spaces. The Facilities Resource Manager and the FURB shall routinely evaluate these spaces to ensure they are effectively serving the Center's needs. Organizations assigned to manage these spaces shall be responsible for following the established guidance of the FURB. Space assignments shall not be considered as an entitlement or a guarantee by any single individual or organizational element as space is a Center resource and will be managed in that fashion.

5.0 REQUIREMENT FOR MASTER PLANNING AND COMPETENCY PLANNING

Real property must fully contribute to NASA's mission, both now and in the future. To ensure that the Center is effectively planning for future infrastructure needs, Master Plans and Competency Plans will be developed in an integrated fashion with the other strategic decision-making processes for the Agency and the Center. The FURB will identify and address real property requirements as an integral part of Agency, Mission Directorate, program, and project planning. The FURB is responsible for integrating real property capital planning into the business-planning processes of the Center. The FURB will develop and maintain Center Master Plans that ensure the physical development of the Center to effectively support NASA's mission, and Competency Plans to guide our ability to sustain critical capabilities and transition into future capabilities needed by the Center.

Appendix A – Administrative Levels and Space Allowance Guidelines

Administrative Level is a designation assigned to an employee, contractor, or other space occupant's job and/or organizational position, which indicate the appropriate standard space allowance.

POSITION	ADMIN LEVEL	OFFICE SPACE (NSF)
Center Director	A1*	2,000
Center Deputy/Associate/Asst. Director; Chief Information Officer (CIO)	A2	450
Chief, Center Staff Office (Legal, PAO, EEO)	A3*	1,400
Deputy Chief, Center Staff Offices; Deputy CIO	A4	375
Director of; Chief Financial Officer (CFO)	B1*	1,400
Deputy/Associate/Assistant Director of; Associate Director for FPPD, Program Manager (400SES); Deputy CFO	B2	375
Deputy Assoc. Director; Deputy Program Manager (400); Program and Deputy Program Business Manager; Deputy CFO for Finance or Resources; Regional Finance Officer	B3	225
Chief, Directorate staff office; Code 110, 153, 300 Offices; Deputy Regional Finance Officer	B4*	900
Deputy/Associate Chief; Directorate staff office	B5	300
Division/Laboratory Chief; Project Manager; Office Chief (800)	C1*	900
Deputy/Assoc./Asst. Division or Laboratory Chief; Deputy Project Manager for Resources; Deputy Project Manager	C2	225
Head, Division/ Laboratory Staff Office; Code 150 Department Heads	C3	225
Deputy Department Heads	C4	225
Branch Head, Study Manager	D1*	300
Associate/Assistant Branch Head	D2	150
Assistant Branch Head; Staff Engineer; Technical Assistant	D3	150
Section Head	E1	150
Supervisor not heading an organization element (i.e.: Financial Mgr, Mission Mgr, Instrument Systems Mgr, etc.)	F1	150
Non-Supervisory GM/GS 14 or GS 15	F2	150
All other Civil Service Employees	G1	75
Group Leader/Team Leader	H1	150
Project Manager, Major Contract (>24 employees) or equivalent	M1	300
Supervisor, reporting to Project Manager, Major Contract or equivalent	M2	150
All other Contractor employees	M3	75

* Primary manager's space allowance includes space for conference, files, office machines, and additional secretarial space.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	8/22/2005	Initial Release